




Summer 2016 District Test Coordinator Important Tasks Checklist


This document will provide you with a list of important tasks and dates associated for Summer 2016 AzMERIT Computer-Based Test (CBT) administration.

Done	Task 1	Dates
	Verify mode of testing in Tech Readiness in ADEConnect.	Not Applicable for Summer 2016


Done	Task 2	Dates
	<p>Log into TIDE, add new users, correct users, or delete users. District Test Coordinators must verify all personnel who will need access for TIDE, ORS and/or the TA Interface (School Test Coordinators, School Report Viewers, School Teachers, and Test Administrators).</p> <p>Notes:</p> <ul style="list-style-type: none"> Users with the role of District Administrator (DA) and School Test Coordinator (STC) may assist in adding new users at the school level. 	Ongoing

- Click on the **Manage Users** tab, and then click **Add User** or **Upload Users**.
- Detailed instructions can be found in the *TIDE User Guide* on the AzMERIT portal [here](#).

Done	Task 3	Dates
	<p>Download, as appropriate, AzMERIT Secure Browser to devices that will be used by students for CBT testing.</p> <p>Notes:</p> <ul style="list-style-type: none"> Windows and Mac devices must use Secure Browser 8.0 which was released in August 2015. Linux devices must use Secure Browser 8.2 which was released in March 2016. Chromebooks and mobile devices with Android or iOS operating systems do not need to download the School Year 2015-2016 version of the Secure Browser. <ul style="list-style-type: none"> Note: Devices running Android 5+ must update to latest version of mobile secure browser available in the app store. 	Ongoing

- On the AzMERIT portal, click on the Secure Browser button. 
- Download the appropriate Secure Browser on to each device that will be used by students.
- Detailed instructions can be found in the *Secure Browser Installation Manual* on the AzMERIT portal [here](#).


Done	Task 4	Dates
	Review and verify Contact and Shipping Information on TIDE Home page if additional order is requested for Braille.	Prior to placing an additional order for Braille

- Log into TIDE. 
- Click on the **Contact Info** tab.
- Verify Contact information Page.
- Any changes or corrections ADE must be notified prior to an additional order placed for Braille.


Done	Task 5	Dates
	<p>District Test Coordinators will not be required to complete another Pre-Test Trainings for Summer 2016 if training was previously completed for School Year 2015-2016. The trainings are still available online for anyone that would like to review them.</p> <p>A new School Year 2015-2016 <i>Achievement Test Security Agreements</i> for Superintendent/Charter Representatives is not required for Summer 2016 test administration.</p>	Ongoing

- The link to the [Pre-Test Trainings](#)


Done	Task 6	Dates
	<p>Add all students into TIDE who will be participating in Summer 2016 AzMERIT testing.</p> <p>ADE will not upload any students into TIDE.</p>	June 6 - prior to test administration

- Log into **TIDE**. 
- Click on the **Student Information** tab.
- Follow detailed instructions in the *TIDE User Guide* to add or upload students.

Done	Task 7	Dates
	<p>Log into TIDE and indicate which students require Braille paper version test:</p> <p>Note: Paper version test and Large Print paper version test are not available for the summer test administration.</p>	<p>6/6 – 6/24</p> <p>**See Task 11 regarding Braille paper tests**</p>

- Log into **TIDE**. 
- Click on the **Student Information** tab.
- In the **View/Edit Students** tab, use the filter and search tools to locate a student who requires Braille paper test.
- Open the individual student's record. On the student detail page, indicate Braille paper version accommodation.
- Detailed instructions can be found in the *TIDE User Guide*.

Done	Task 8	Dates
	Continue to add all students into TIDE who will be participating in Summer 2016 AzMERIT testing.	Ongoing – prior to testing

- Log into **TIDE**. 
- Click on the **Student Information** tab.
- Follow detailed instructions in the *TIDE User Guide* to add or upload students.



Done	Task 9	Dates
	Create rosters for teachers to view student test results in late summer in ORS.	6/6/16-7/21/16



- Log into **TIDE**.
- Click on the **Rosters** tab.
- Follow detailed instructions in the *TIDE User Guide* to create or upload rosters.

Done	Task 10	Dates
	Braille materials will be shipped to districts as the additional orders are approved by ADE. Districts/charters will be responsible for providing <i>Test Coordinator Manuals</i> (TCM) and <i>Test Administration Directions</i> (TAD) to all Test Administrators either electronically or print paper copies.	Ongoing after Braille additional order is placed.

- The Test Coordinator Manual (TCM) and District Administration Directions (TAD) are available on the on the AzMERIT portal [here](#).

Done	Task 11	Dates
	Additional Order Window. Place an additional order for any student who requires a Braille paper test. Notes: <ul style="list-style-type: none">– ADE will review each Braille order prior to shipment.– There <u>must</u> be an indication in TIDE for each student that requires Braille.	6/6/16-6/24/16



- Log into **TIDE**.
- Click on the **Orders** tab, and then click the **Additional Orders** tab.
- Follow detailed instructions in the *TIDE User Guide* to order additional materials.

Done	Task 12	Dates
TEST ADMINISTRATION		
	CBT Administration Window (writing)	6/13/16-7/08/16**
	CBT Administration Window (reading and math)	6/13/16-7/21/16**
	**PBT Braille Window	6/13/16-7/14/16

- Schools must follow test schedule provided in the *Test Coordinator Manual*.

Done	Task 13	Dates
	Return Braille testing materials to Measurement Incorporated. <ul style="list-style-type: none">– Follow the packing and return shipment instructions received with the shipment of materials.– Contact FedEx at least 48 hours prior to pickup of materials.– Last day to contact FedEx 7/13/16.– Deadline for materials to be picked up and out of building is 7/14/16.	As soon as Braille testing is completed; no later than 7/14/16.



Done	Task 14 – Score Reports to Districts
	<p>Reports will be available in ORS for districts/charters.</p> <p>Paper reports will be delivered to districts/charters.</p>

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